

Department of Veterans Affairs
Veterans Health Services and
Research Administration
Washington, DC 20420

VHS&RA Supplement, MP-5, Part II
Chapter 13
Change 3

June 13, 1990

1. Transmitted is a change to VHS&RA (Veterans Health Services and Research Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "Personnel," Part II, Chapter 13, "Outside Professional Activities." Brackets have been used to indicate the changes.

2. Principal changes are:

a. Change the due date for full-time employees to submit written reports on their remunerated outside professional activities for the previous calendar year to March 31st, and specify the information these reports are to contain.

b. Change the due date for facility Directors to submit written reports to Central Office regarding outside professional activities at their facilities, and date by which the punched cards required by RCS 05-0048 are forwarded to the Austin Data Processing center, to the last workday in April.

c. Require facilities to provide written information on an annual basis to employees regarding their responsibilities in connection with remunerated outside professional activities.

3. **Filing Instructions**

Remove pages

13-7

Insert pages

13-7 through 13-8

4. **RESCISSIONS:** Interim Issue 10-87-1, dated February 4, 1987.

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Distribution: **RPC: 1271**
FD EX: EO

Printing Date: 6/90

other communications on this subject, will be addressed to the appropriate Regional Director (10BA___/054D).

b. However, if any legal questions arise, Directors may contact the appropriate District Counsel, who in turn, will deal with the General Counsel when necessary.

[Authority: 38 U.S.C. 4115; 38 U.S.C. 4108.]

13.12 REPORTS

The following reports are required:

[a. **By Employees.** As of March 31, each full-time employee who has engaged in teaching (clinical or didactic), consultation (clinical or nonclinical), and/or community service for remuneration, or who received an honorarium, monetary award, or income from royalties or copyrights, or cash or "in kind" payments for expenses for outside professional activities (with or without reimbursement) during the previous calendar year will submit a signed written report to the facility Director. The report will include the following information:

(1) For each activity where remuneration and/or expenses were received:

(a) Source (name of company, university, etc.)

(b) Description of the activity

(c) Actual or equivalent dollar amounts for each of the following categories which apply:

1. Amount of remuneration - Direct (cash).

2. Amount of remuneration - Indirect (other than cash; e.g., the value of insurance coverage, tuition waiver or professional organization membership dues).

3. Expenses incidental to remunerated activity - monies received for travel, per diem payments etc.

4. Expenses incidental to remunerated activity - estimated value of "in-kind" payments such as prepaid airline ticket, meals, etc.

5. Expenses incidental to non-remunerated activity - monies received for travel, per diem payments, etc.

6. Expenses incidental to non-remunerated activity - estimated value of "in-kind" payments, such as prepaid airline tickets, meals, etc.

(2) Total dollar amounts for the year for each of the 6 categories.

(3) Employees will not report cash or "in-kind" payments received from non-VA sources in connection with official VA business (e.g., for meetings and training). This includes gifts and donations reported under M-8, part V, Chapter 9, "Acceptance of Gifts and Donations in Cash or In Kind by VHS&RA Employees in Connection with Official Travel Involving Training in Non-Government Facilities or Attendance at Meetings."

(4) Signed negative reports are required from full-time physicians and dentists who have no activities (i.e., either remuneration or expenses) to report under this paragraph.

b. By the Director. The data on the individual reports will be processed as indicated in MP-6, Part V, Supplement 1.5, "Paid Personnel Operating Instructions." Punched cards containing report data are due at the Austin DPC on the last workday of April. Directors of all VA Medical Centers and Regional Offices with outpatient clinics will submit an annual report (original only) to be received in VA Central Office no later than the last workday in April. Reports will be submitted through the appropriate Regional Director (10BA____) to the Office of Personnel and Labor Relations (054D). The report will consist of the following:

(1) The individual reports submitted by the employees (excluding negative reports).

(2) A narrative report giving the result of the Director's self-audit (see app. 13D) of outside professional activities, major problems which were encountered during the calendar year covered by the report, and suggestions and recommendations for improvement in the management of these activities.]

c. Facilities with no employees reporting remuneration or expenses will so indicate in the narrative report.

d. Reports Control Symbol 05-0048 applies to this report.

e. Facility management will ensure that each full-time Title 38 employee covered by this chapter, regardless of whether or not they have engaged in outside professional activities for remuneration, is provided the following information in writing at the beginning of each calendar year:

(1) In accordance with 38 U.S.C. 4108 and MP-5, part II, chapter 13 and its VHS&RA Supplement, all full-time physicians, dentists, podiatrists, optometrists, nurses (including nurse anesthetists), physician assistants, and expanded-function dental auxiliaries appointed under authority of 38 U.S.C. chapter 73 are required to be familiar with and follow VA and VHS&RA policies and procedures on outside professional activities contained in these issuances.

(2) All full-time employees cited above who have, during the previous calendar year, engaged in outside professional activities for remuneration, or received cash or "in-kind" payments for expenses for outside professional activities (with or without reimbursement), must report annually certain information concerning these activities to the facility Director. Negative reports are required from full-time physicians and dentists who have no activities to report.

(3) These reports are required so that management at facility and higher levels can monitor and ensure compliance with limitations on outside professional activities contained in the law and policy cited above. Because of VA's responsibility for ensuring compliance with these limitations, employees who do not provide the information as requested may be subject to disciplinary action under appropriate VA authority.

[Authority: 38 U.S.C. 4115; 38 U.S.C. 4108]